GUIDELINES FOR DOCUMENTING ARCHAEOLOGICAL AND HISTORICAL SURVEYS

Idaho State Historic Preservation Office and
Archaeological Survey of Idaho

The following is a brief summary of documentation requirements for surveys conducted for 106 Review (36 CFR 800) and general archaeological research in Idaho. It is recommended that the "Archaeological and Historical Survey Report" form of the Idaho State Historic Preservation Office/Archaeological Survey of Idaho be used or followed closely in an alternative format. Keep in mind that all elements included in that form must be addressed. The Secretary of the Interior's Standards and Guidelines for Identification and Evaluation (Federal Register Vol 48, No. 190) should be consulted for further explanation and detail.

Data can be presented and integrated in diverse ways. What is necessary, however, is a clear and concise presentation that incorporates all required elements. Survey results are used by others and should constitute a usable contribution to the body of knowledge regarding the archaeology of Idaho. For these reasons it is important that all reports are able to "stand alone" as research documents, and that the assumptions and biases affecting the conduct and results of the reported work are clearly stated.

In the case of reports pertaining to projects in the process of review under Section 106 of the National Historic Preservation Act, all documentation must first be reviewed by the appropriate agency archaeologist. The SHPO will not review a report without this initial review by an agency archaeologist. If the federal agency does not have an archaeologist, then the report can be sent directly to the SHPO for review. Two copies of all documentation must be submitted to the SHPO.

Survey reports will range from a few pages to multiple volumes, depending upon the particular project. All areas surveyed must be reported whether or not sites are found. When small-scale archaeological surveys are performed, the SHPO recommends reporting the results of these investigations in the format of the "Archaeological and Historical Survey Report." Whether this form or another format is used, the body of the document should answer the following questions or be subject to return to the agency and delay in obtaining SHPO comment if the report is submitted for 106 Review:

A. KEY INFORMATION - For ease of entry into the statewide database, the following information should be included on the front page of the report in <u>non</u>-text format:

1. Project name.
2. Report numbers (or associated federal project number, if appropriate).
3. Associated federal agency, if 106-related.
4. Author of the report and principal investigator, if different.
5. Date of the report.
6. County (or counties) in which survey occurred.

7. Legal description of the survey listing each township and associated sections separately.
8. Acres surveyed at an intensive level (30-meter or less transect interval) and at a reconnaissance level (greater than 30-meter transect interval, intuitive, or statistical sample).

Legal descriptions cannot be reduced by giving ranges such as T1-3N. This includes linear projects. Nor is it adequate to state "various sections" in a particular township. Each township and associated sections must be listed separately.

B. PROJECT DESCRIPTION - If the survey was conducted for purposes of 106 Review, what is the nature and extent of the proposed project? Include the following:

1. Description and potential direct and indirect impacts to known or suspected cultural properties.
2. Description of Area of Potential Effects with reference to an attached map.
3. Number of acres in the project area.
4. Owner(s) of land in the project area with reference to an attached map.

The potential of any ground-disturbance, alterations to current structures, or erection of new structures that will occur during or result from construction should be specifically discussed. Agents causing the impact should be mentioned. Boundaries for areas to be directly impacted should be described and indicated on an attached map.

C. STATEMENT OF OBJECTIVES FOR SURVEY - What was the research design or objective of the survey? What information was being sought and why? Current knowledge about the specific historic contexts or property types associated with the survey area should be discussed. The physical extent of the area to be investigated should be described and the amount and kinds of informtion to be gathered about properties in the area explained. All 106-related surveys will have the following objective: "to identify and evaluate cultural properties within the project's area of potential effects."

D. LOCATION AND GENERAL ENVIRONMENTAL SETTING - Further description regarding the project area should be provided here, including:

1. Listing of USGS topographic map(s).
2. Setting description.

All USGS topographic maps included in the project area should be listed. The setting of the project area should be described including landforms, topography, elevation, water, flora, fauna, and mineral sources. Reference should be made to possible human use. Photographs, which are especially helpful for 106 Review, can be provided.

E. PRE-FIELD RESEARCH - What was the nature and extent of the pre-field research? Include the following:

1. Sources of information checked.
2. Summary of previous studies in the general area.
3. Description and evaluation of previous studies.

In order to identify previously recorded surveys and cultural properties, a record search must be conducted. This search must occur prior to the survey so that previously recorded sites can be confirmed and their condition noted. What sources of information were checked? Specifically list any of the following: cultural overviews, the National Register, archaeological and architectural site records and maps, survey records, ethnographic studies, historical records and maps, and individuals or groups with special knowledge. Indicate specific types of historical records and maps such as GLO plats, mineral maps, Forest roads and trails, etc. Consultation with Native American groups should be documented here with specific information regarding the circumstances and findings. Any other sources of information, such as oral history tapes or photographic files, should also be listed.

The summary of previous studies in the general area should include a bibliography that specifically states title, author, year, report number if appropriate, and study results. Each of these sources should be related to contextual themes if possible.

The previous studies should be described and evaluated. Survey designs, methods, personnel, conditions, and results should be discussed with regard to current standards and their adequacy for serving the purposes of the present study.

F. EXPECTED HISTORIC AND PREHISTORIC LAND USE AND SITE SENSITIVITY - What is known and what is expected in this area? Provide the following:

1. List of cultural properties recorded in the area.
2. Types of cultural properties expected.
3. Cultural themes/contexts expected.
4. Expected locations of cultural properties.

The Smithsonian or architectural inventory numbers for the cultural properties already recorded for the area must be listed and their location marked on an attached map. If unrecorded properties are expected, describe the types and locations for such. Description of expected site locations should refer to landforms, water, vegetation, slope, fauna, and historical documentations. Also, to what themes/contexts are they expected to relate. Appropriate themes/contexts are listed on the Archaeological and Historical Survey Report form. If no sites are expected, the rationale for this conclusion must be presented.

G. FIELD METHODS - What field methods were used? Be specific and complete in covering the following topics:

1. Areas examined and type of coverage.
2. Ground surface conditions.
3. Areas not examined and reasons why.

4. Names of field personnel.
5. Survey dates.
6. Problems encountered.

Describe the transect intervals used and mark transect routes on an attached map that relates their location to the topography of the area. If more than one transect interval was used, indicate these changes and where they occurred. If an interval broader than 30 meters was used, a rationale must be presented. Survey methods should be carefully explained so that others using the gathered information can understand how it was obtained and what its possible limitations or biases are.

Any conditions including that of the ground surface or subsurface, weather, etc. that may have affected survey results should be described. Note any vegetation or snow obscuring visibility. Specific percentage of surface that <u>was visible</u> must be provided. Accompanying photographs may be helpful.

If any areas were not examined, describe those areas and present reasons for not surveying them. Generally, all project areas undergoing 106 Review are expected to be surveyed unless access is denied. Any access problems should be discussed and resolved directly with the Federal agency.

Who conducted the fieldwork and when did it occur. All fieldwork must be conducted by or supervised in the field by a person meeting Secretary of Interior's qualifications (48 FR 44738-44739). Resumes of supervising personnel should be submitted with the report or already be on file at the SHPO office.

Were any problems encountered in the field? Describe those that may have hindered the investigation. If access to an area was impaired or denied, describe any otherwise visible or known properties and provide your perceptions of their presence and condition.

H. RESULTS - What cultural properties are located in the project area and what are your recommendations for National Register eligibility and further investigation? Provide the following:

1. List of all cultural properties including their types and important artifacts and features.
2. Summary description of properties.
3. Recommendations for National Register eligibility of each property.
4. Recommendations for further investigtions to evaluate properties.
5. Cultural properties noted but not formally recorded.

List all cultural properties previously recorded and confirmed as well as those located during the survey. Smithsonian numbers, if available, must be used on this list. At a minimum, this list should also include field numbers, type of property, and noteworthy artifacts and features. If any previously recorded properties could not be located, this must be explained.

Summarize the findings of the survey in terms of types of properties, their integrity, their age, any suspected cultural affinities, functions, depth, and size. Provide your overall impression of the cultural manifestations in the survey area and how they relate to historic themes.

List each cultural property with your recommendations for National Register eligibility, the criteria used, and the context it is related to. This evaluation is your recommendation based on your field observations and pre-field research. Your determinations in the report should correspond to that expressed on the accompanying sites forms. Justification and greater detail regarding your determination must be included on the site forms.

If a cultural property cannot be evaluated at this time, state why. Also outline what steps are needed to obtain the necessary information to make this evaluation.

All cultural properties identified in the survey area should be recorded. If for some reason a property was not recorded, describe this property, mark its location on the attached map, and provide a reason for not recording the property.

I. CONCLUSIONS AND RECOMMENDATIONS - What are your conclusions regarding the potential contributions of the properties in the area, how are they threatened, what options would protect them, and what are your recommendations? State the following:

1. Potential contributions to historic contexts.
2. Potential threats to properties and your recommendations for future investigations or protective actions.
3. For 106-related surveys, project's effect on each property.
4. For 106-related surveys, avoidance or mitigation options for each property.
5. For 106-related surveys, recommendations for additional investigations or for management procedures.

Briefly summarize the relevance of the cultural properties to contexts listed in the "Archaeological and Historical Survey Report" under F. Also state how the results of the survey met the objectives and what implications the findings have for future investigations in the area.

Outline all potential threats to the cultural properties within the survey area. This includes natural deterioration such as erosion or deflation; on-going use such as grazing or recreational use; or anticipated status changes such as a planned demolition of a building or a change in federal land-use status. Comment on the potential for vandalism of archaeological properties.

For 106-related surveys, discuss potential impacts of the proposed project and state your conclusions regarding effect specifically for each property. List "no effect," "no adverse effect," or "adverse effect" for each cultural property. This is a determination of effect if no changes are made in the project and no additional archaeological procedures take place.

Then, for 106-related surveys affecting cultural properties, discuss avoidance or mitigation options. If the project plans can be amended to reduce effect, discuss these options. For the agency's benefit, all alternate project areas or routes should surveyed and documented in the original survey report to avoid delays in SHPO review.

Finally, for 106-related surveys, provide your recommendations for avoidance or mitigation measures and state the resulting change in effect determination. Describe any monitoring that should take place. Also, provide any recommendations you may have for future management of the cultural properties in the survey area.

J. ATTACHMENTS - All survey reports must include the following attachments:

1. Site forms for all cultural properties in the survey area with required attachments.
2. USGS 7.5' quadrangle maps showing project boundaries and area of potential effect if 106-related, survey transects, locations of previously recorded and newly recorded properties, and land ownership.
3. Additional materials as needed.

All archaeological sites must be described on Archaeological Survey of Idaho(ASI) site forms. Sites previously recorded in other formats must be updated on ASI site forms. Traditional cultural properties may be recorded by attaching a narrative to completed administrative and environmental sections of the ASI form. Buildings and structures must be recorded on the one-page "Idaho Historic Sites Inventory" (IHSI) form. Clear photographs of all buildings and structures must accompany the IHSI forms. All site forms must have an attached USGS 7.5' map showing the precise site location. Sites already recorded on ASI forms may be represented here with a one-page amendment or update. Each site form, including isolates, must contain a statement of justification for your conclusions regarding National Register eligibility. For an eligible site, this statement must specifically state the National Register criteria under which it is eligible and the appropriate context. Keep in mind that sufficient information should be included in the site form to justify your conclusions. If above-surface manifestations of an archaeological site are insufficient to judge the site's eligibility, please state "insufficient information to evaluate." Significance statements on all site forms should conform with eligibility conclusions in the report.

USGS 7.5' quadrangle maps must be used to show project boundaries and area of potential effect if 106-related, survey transects, all cultural property locations, and land ownership. A larger scale map may be provided to show greater detail, especially as needed for 106 Review.

Illustrations, photos, and other materials are often critical in evaluating site significance and, in the case of 106 Review, evaluating the project effect. Attachment of photos of the survey area, cultural properties, and modern intrusions in the area could prevent delay in obtaining SHPO comments. Illustrations and photos can also dramatically improve a report's future research value.

K. REPOSITORY - Copies of all survey reports and site forms are located at the office of the Idaho Archaeological Survey or the Idaho SHPO office. List the location where the original survey report, photographic negatives, and any supporting field documents are maintained.

L. CERTIFICATION OF RESULTS - The principal investigator should certify that the investigation was conducted and documented according to Secretary of Interior's Standards and Guidelines and that the report is complete and accurate to the best of his or her knowledge. A signature and date must document this certification.